

# Word 2007

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## Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

## Course Objectives Word 2007 Level 1 Classes 1 and 2

**Target Student:** This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2007 can also take this course.

**Prerequisites:** Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to

manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students must be able to type.

**Upon successful completion of this course, students will be able to:**

- create a basic document using Microsoft Word.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.
- proof documents to make them more accurate.

## **Course Objectives Word 2007 Level 3 Classes 3 and 4**

**Target Student:** This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Word 2007.

**Prerequisites:** Students should be able to use Microsoft Word 2007 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the Microsoft® Office Word 2007 Level 1 class

**Upon successful completion of this course, students will be able to:**

- manage lists.
- customize tables and charts.
- customize formatting with styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- perform mail merges.
- use macros to automate common tasks.

## **Course Objectives Word 2007 Level 3 Class 5**

**Target Student:** This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Office Word 2007.

**Prerequisites:** Students should be able to use Microsoft® Office Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, you

need to first take the following courses or have equivalent knowledge: Microsoft® Office Word 2007: Level 1; Microsoft® Office Word 2007: Level 2

**Upon successful completion of this course, students will be able to:**

- use Microsoft Office Word 2007 with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- make long documents easier to use.
- secure a document.